

NAB CONNECT

Quick Reference Guide

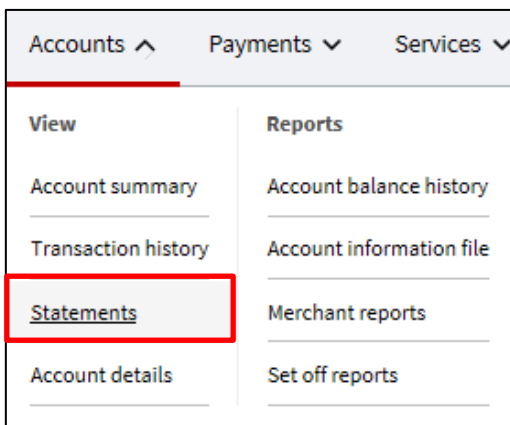


Download bulk statements for viewing, saving or printing

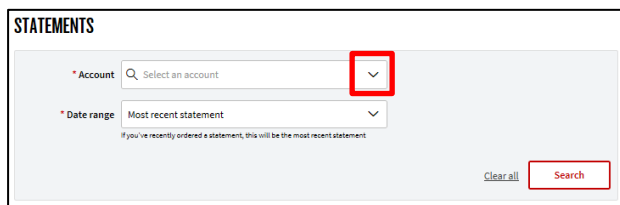
This quick reference guide shows you how to download multiple statements at a time for viewing, saving or printing. Login to NAB Connect to get started.

FOLLOW THESE STEPS

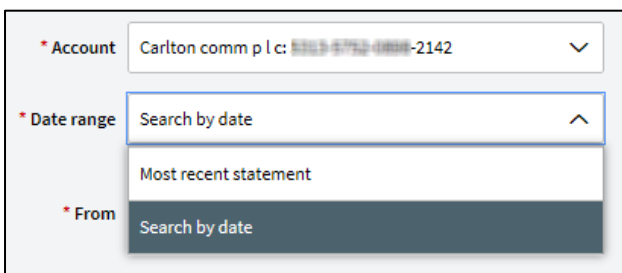
1. In the **Accounts** menu, select **Statements**.



The **STATEMENTS** screen displays:



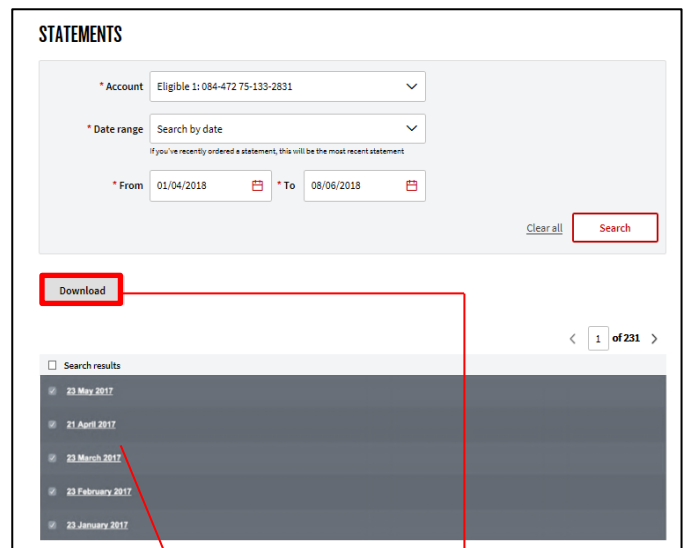
2. In the **Account** field, click the dropdown arrow (outlined above) and select the account from the list
3. In the **Date range** field, select what type of search you want to perform:



If you select **Search by date**, enter the date range in the **From** and **To** fields.

4. Click **Search**.

NAB Connect displays any statement/s matching your search criteria (see the example opposite).



5. Select up to 12 statements and click **Download**.

Note:

- A maximum of 12 statements will display per page.
- If you select 13 or more, the **Download** button will become disabled.
- Statements will be downloaded as per your browser types and user setting.
- The majority of default browser settings save automatically to a download folder. However, if you have changed your settings you will need to select where to save each file.
- Please ensure you check the default folder to view your downloads.

For further assistance, call the NAB Connect Client Centre on 1300 888 413.